



UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE

UNIT 35601

FPO AP 96606-5601

ForO 1414.1

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10 JAN 2001

FORCE ORDER 1414.1

From: Commanding General
To: Distribution List

Subj: NAVY ENLISTED FLEET MARINE FORCE WARFARE SPECIALIST PROGRAM

Ref: (a) OPNAVINST 1414.4
(b) NAVEDTRA 43908
(c) NAVPERS 15909F

Encl: (1) Sample NAVPERS 1070/613
(2) Sample Recommendation letter

1. Purpose. To publish the requirements for qualification and designation of Sailors as Enlisted Fleet Marine Force Warfare Specialists (EFMFWS) assigned to III Marine Expeditionary Force (III MEF).

2. Discussion. Formal designation as an EFMFWS is a significant career milestone. It indicates the individual has acquired specific professional skills, knowledge, and military experience and has demonstrated proficiency at professional levels of competence above that expected in the routine performance of duty. This qualification can be attained through the formal qualification program prescribed by references (a) and (b) and amplified in this Order. EFMFWS qualification is a significant factor for advancement in rate. It is incumbent on every Sailor assigned to the Fleet Marine Force to vigorously pursue this qualification.

3. Eligibility. EFMFWS Personnel Qualification Standard (PQS) is mandatory for all active duty Sailors in the grade E-5 through E-9. Sailors in paygrades E-5 through E-9 are required to complete PQS requirements within 18 months from the date recorded on enclosure (1). Active duty Sailors, E-4 and below, may qualify for the EFMFWS qualification if they meet the eligibility requirements per reference (a). Eligibility to attain the EFMFWS designation is limited to the following:

a. Enlisted Sailors who:

(1) Permanently assigned to an FMF unit on Type 2 or 4 sea duty, as defined in reference (c).

(2) Have satisfactorily completed the USN Physical Fitness Assessment (PFA).

(3) Have a minimum of 12 months accumulated Type 2 or 4 sea duty with an FMF unit. Commanding Officers of Sailors on 12 month unaccompanied Type 4 sea duty may waive up to 30 days of the time of eligibility.

4. Standards. Candidates for EFMFWS should:

a. Meet the eligibility criteria in paragraph 3.

b. Demonstrate effective leadership and receive a "Promotable" recommendation during the most recent reporting period.

c. Complete PQS for EFMFWS (NAVEDTRA 43908) for the Sailor's assigned sections.

d. Display general knowledge of the command's overall organization, mission, assets, employment, combat systems, USMC battle skill techniques, and basic equipment through written examination, hands-on demonstration of knowledge, and oral examination by a multi-member board.

e. Be recommended for EFMFWS qualification by his or her chain of command.

5. Responsibilities. The III MEF Commanding General is the overall Program Sponsor of the III MEF EFMFWS program.

a. The III MEF Command Master Chief is the overall Program Manager of the III MEF EFMFWS program.

b. The Commanding Generals of the Major Subordinate Commands (MSCs) are the Program Sponsors for their command's EFMFWS program.

c. The Command Master Chiefs of the MSCs are the Program Managers for their EFMFWS program. The MSCs Command Master Chiefs shall:

- (1) Designate MSC EFMFWS Program Coordinators.
- (2) Chair EFMFWS qualification boards.
- (3) Designate EFMFWS Program board members.

(4) Upon the Sailor's completion of PQS requirements, satisfactory completion of written and oral examinations, submit a letter of recommendation utilizing enclosure (2) to the Sailor's commanding officer for awarding of the EFMFWS. (Commanding Officers will have the final approval authority for designation of EFMFWS upon written documentation from the MSC Program Manager).

(5) After receiving written approval from the Sailor's commanding officer, qualification commencement must be recorded in the Sailor's service record and the Sailor must follow the initial qualification process.

d. The MSC EFMFWS Program Coordinator shall:

(1) Assist the Command Master Chief in administering the EFMFWS Program. Ensure all administrative requirements including appropriate service entries are completed.

(2) Maintain and stock copies of the EFMFWS PQS book (NAVEDTRA 43908)

(3) Ensure necessary reference materials, as listed in the bibliographies of reference (b) are accessible to all Sailors.

(4) Schedule training classes on a weekly basis.

(5) Indoctrinate all newly reported Sailors into the EFMFWS program during command orientation.

(6) Administer written examinations and schedule oral examination boards for candidates who have completed the PQS book to include all pre-requisite qualifications.

(7) Post and maintain a PQS progress chart for all personnel enrolled in the program. Submit report through the chain of command via Command Master Chief on a monthly basis.

(8) Submit reports to the Command Master Chief on a monthly basis.

e. PQS qualifiers shall be USN or USMC personnel E-5 or above and recognized as resident experts on the information contained in the specific sections as outlined in reference (b).

(1) USN PQS qualifiers must have the PQS section completed and signed off by the MSC program manager.

(2) USMC PQS qualifiers must be MOS qualified in the appropriate section. Example, Section 109 (Communications), MOS 06XX, Section 110 (Weapons) MOS 21XX, Section 113 (Nuclear, Biological, and Chemical Defense) MOS 57XX. Additionally, SNCO Marines are authorized to act as qualifiers for generic Marine Corps sections. Example, Section 102 (Marine Corps History, Customs, and Courtesies), Section 114 (Close Order Drill).

(3) Serve as oral board members as directed by the Program Manager.

(4) Make themselves available for training and to sign off PQS sections.

(5) Sign off items within their area of expertise only.

6. Qualification Procedures

a. EFMEWS PQS will be divided into two parts, common core and unit specific. Initial qualification requirements will be accomplished by completing common core PQS sections and unit specific PQS sections. Example: Division personnel will complete common core PQSs and ground combat element PQSs, FSSG personnel will complete common core and combat service support PQS's.

(1) Common Core PQS sections are 100-117 and 301 of reference (b).

(2) Division PQS sections are 118-120 and 302, Ground Combat Element, of reference (b).

(3) MAW PQS sections are 121-128 and 303, Marine Aviation, of reference (b).

(4) FSSG PQS sections are 129-134 and 304, Combat Service Support, of reference (b).

b. Potential qualifiers will pass a 100 question written examination with a minimum 80 percent score.

(1) In the event of a failure of the written test, the following actions will be taken:

(a) Failure of the first written exam will require the MSC Program Manager to interview and validate the candidate's PQS and decide on one of the following:

1. Repeat written examination in a minimum of 10 days.
2. Require a re-qualification of applicable area(s).
3. Conduct a re-test on unsatisfactory areas of the PQS.

(b) In the event of a failure of a second written examination, the MSC Program Manager will interview and validate the candidate's PQS and decide on one of the following:

1. Repeat written examination in a minimum of 30 days.
2. Require a re-qualification of applicable area(s).
3. Require a total re-qualification EFMFWS process.

(c) Failure of a third written examination will result in total revocation of all EFMFWS PQS and complete disenrollment from the program, with appropriate fitness report and service record entries.

c. Potential qualifiers must also pass an oral board. The candidate should be prepared to answer questions on all signature line items to include the unit's overall mission, capabilities, and other mission essential systems. Successful completion is to receive a unanimous vote from the board members.

(1) In the event of a failure of the oral board, the following actions will be taken:

(a) Failure of the first oral board will require the board members to interview and validate the candidate's PQS and decide on one of the following:

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1. Repeat oral board in a minimum of 10 days.
2. Require a re-qualification of applicable area(s).
3. Conduct a re-board of unsatisfactory areas of the PQS.

(b) In the event of failure of a second oral board, the board members must interview and validate the candidate's PQS and decide on one of the following:

1. Suspend a final board for a minimum of 30 days.
2. Require a re-qualification of applicable area(s).
3. Require a total re-qualification EFMFWS process.

(c) Failure of a third board will result in total revocation of all FMF PQS and complete disenrollment from the program, with appropriate performance evaluation/fitness report and service record entries.

7. Approval of Qualification

a. After satisfactory completion of requirements within this Order, the MSC Command Master Chief will submit a recommendation to the Sailor's commanding officer utilizing enclosure (2) for final approval and designation of FMF warfare specialist. A copy of the final designation must be submitted to the MSC Program Manager for EFMFWS.

b. For deployed MEU units, final approval of qualification (i.e., written exam and oral board) will be conducted upon arrival from deployment.

c. When Sailors have qualified or requalified for the FMF designation, an entry shall be made in their service records as follows:

(1) Annotation in PQS qualification entry section of the page 4.

(2) Page 13 entry as follows:

"(Date) Qualified (or requalified) as an Enlisted Fleet Marine Force Warfare Specialist (EFMFWS) (platform type) this date and assigned the Enlisted Fleet Marine Force (FMF) designator."

d. The appropriate Diary Message Reporting System (DMRS) entry will be submitted by the unit personnel office for the qualifying command at the time of initial qualification.

8. Qualification Continuance. For FMF qualified active duty Sailors, once initial qualification has been achieved, transfer between FMF units (i.e. Aviation, Combat Service Support, Ground Combat Element) will require renewal of qualification. If transferred to a non FMF unit, requalification is required upon returning to an FMF unit. If returning to a unit where initial qualification was obtained, requalification is NOT required. A Sailor has 12 months to requalify upon reporting to an FMF unit.

9. Failure to qualify/requalify. E-5 and above eligible enlisted Sailors, who fail to qualify/requalify within the required time limit will have a page 13 entry recorded in their service record. Additionally, this failure will be reflected in the next performance evaluation/fitness report and the Sailor's recommendation for advancement will be withdrawn.

10. Disqualification

a. Sailors previously qualified shall be disqualified by their commanding officer if any of the following conditions exist:

(1) Failure to maintain "Promotable" status per the enlisted fitness report/evaluation guidelines.

(2) Refusal to accept or perform duties while assigned with an FMF unit.

(3) Failure to complete requalification within prescribed time limits.

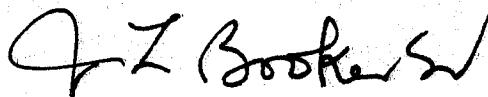
b. Formal notification of disqualification shall be recorded in the Sailor's service record as follows (specific rationale for disqualification must be stated in page 13 entry):

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"(Date) Failed to maintain qualification as an Enlisted Fleet Marine Force Warfare Specialist (FMF) in that (include specific rationale for disqualification). Sailor has been informed that as of this date, he/she is disqualified and is no longer authorized to wear the FMF insignia or use the FMF designator."

11. Waivers. Requests to waive any part of this Order will be submitted to the Enlisted FMF Warfare Specialist Model Manager per reference (a).

12. Implementation. The above requirements are effective as of the date of this Order.



J. L. BOOKER, SR.
Chief of Staff

DISTRIBUTION: LIST II

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
S/N 106-LF-010-6991

G-1 NAVY PERSONNEL, III MARINE EXPEDITIONARY FORCE, OKINAWA JA

Ref (a): OPNAVINST 1414.4

(b): ForO 1414.1

(c): NAVEDTRA 43908

_____: Per reference (b) you are hereby enrolled into the III MEF Enlisted Fleet Marine Force Warfare Program (EFMFWP). You are to familiarize yourself with references (a) through (c). Per references (a) and (b) you are required to complete this qualification within 18 months from this date. Failure to complete the PQS within the prescribed time will result in administrative action per reference (a) and (b).

I. M. SAILOR
HM2 USN

Witness

NAME (Last, First, Middle)

SAILOR, IAN M.

SSN

123-45-6789

BRANCH AND CLASS

USN

ENCLOSURE (1)

Letter Head

IN REPLY REFER TO
1414
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From: Command Master Chief
To: Commanding Officer, Unit assigned

Subj: RECOMMENDATION FOR DESIGNATION AS ENLISTED FLEET MARINE
FORCE WARFARE SPECIALIST ICO HM2 IAN M. SAILOR, USN,
123-45-6789

Ref: (a) OPNAVINST 1414.4
(b) ForO 1414.4

1. In recognition of the exceptional professional competence exhibited in completing the intense Enlisted Fleet Marine Force Warfare Specialist (EFMFWS) Personnel Qualification Standards Program, Petty Officer Sailor is recommended for the designation as an Enlisted Fleet Marine Force Warfare Specialist.

2. Petty Officer Sailor was enrolled in the EFMFWS class at III MEF. Through many long hours of self-directed study and hard work, he/she gained the knowledge required of an EFMFWS by completing the following:

- a. EFMFWS Personnel Qualification Standard (NAVEDTRA 43908)
- b. Required classroom instruction and assignments.
- c. Required practical application and demonstrated skills.
- d. EFMFWS written examination, scoring 91%.
- e. Passing EFMFWS oral examination board.

3. Completion of this career milestone indicates that Petty Officer Sailor has acquired specific professional skills, knowledge, and military experience of the Fleet Marine Force. He/She is highly recommended to be designated in accordance with reference (a) and (b) as an Enlisted Fleet Marine Force Warfare Specialist.

//Signature//

ENCLOSURE (2)